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**BLAINE COUNTY LIBRARY
TECHNOLOGY PLAN
July 1, 2010 to June 30, 2013**

**Blaine County Library
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**Library Director
Diane Doughten**

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Blaine County Library Mission Statement

The Blaine County Library recognizes that it has a responsibility to provide adequate and efficient library services to all residents of Blaine County. This includes making print and non-print materials available to meet the informational and recreational needs of patrons of all ages without restrictions of censorship. Technology offers many opportunities to provide access to a variety of resources, it opens the way to sharing with other libraries and it empowers the library staff with an efficient way to maintain the physical collection.

Technology and Network Services

The library's collections are no longer limited to what is physically accessible. Resources from within the library, the shared catalog and from around the world are made available through technology.

- Online catalog—24 hour access via Internet and in-house computers. Patrons can browse the collection, determine what items they have checked out and place holds. The online catalog includes the Hi-Line Shared Catalog which consists of 11 libraries Havre Hill Library is the central site.
- Circulation of all library materials is tracked by a library automation system.
- Two online data bases for use on the library's computers OCLC and Infotrac.
- Online databases are available for remote access.
- Public internet access is available from 6 computers.
- Two computers are for staff use, which are connected to the Internet. These are used for the automated circulation system, cataloging and Interlibrary Loan through OCLC.
- Reference services are available in person and by telephone.
- Access to email and interest group mailing lists give library staff the ability to network with people and resources around the world.
- Public wireless network

Technology Goals

Enhance existing electronic services and access to information for the patrons of Blaine County.

- Evaluate, purchase and install both hardware and software for public and staff computers on an ongoing and timely basis.
- Evaluate, purchase and install security software to stop unauthorized access, viruses, pop-ups and spam.
- To work with other libraries in the Hi-Line Shared Catalog by attending the meetings, continuing the contract and encouraging upgrading online catalog and library automaton system.

Provide appropriate levels of training for staff and public.

- Continuing training of staff on all software upgrades, computer-related applications and library policy as it is related to acceptable use and privacy issues.
- Train public on Internet and computer-related applications, acceptable use and privacy issues as put forth in library policy on a case-by-case basis.
- Encourage staff to attend all technology training opportunities offered by the Montana State Library and the Montana Library Association and other organizations.

Pursue funding resources to enable sufficient technological development

- Set budget priorities to align with technology goals
- Continue to participate in group purchases and software licensing
- Apply for state and federal discounted rates for telecommunications

Maintain awareness of new technological development

- Continue contact with other professionals in technology field seeking their opinions and expertise.
- Continue communication with vendors and make any literature pertaining to technological advances available to staff.

- Continue communication and seek advice from Montana State Library consultants on:
 - Federal telecommunications discounts and the application process
 - Grant opportunities for technological advances
 - Training opportunities for staff

Participate in cooperative technological programs to deliver information

- Explore statewide applications for reduced telecommunications charges.
- Explore reduced database subscription charges
- Explore shared technology resources and costs
- Continue to promote shared catalog and circulation system through the Hi-Line Shared Catalog.

COMPUTER EQUIPMENT CURRENTLY IN USE

Server

- SirsiDynix Horizon library automation system
 - circulation module
 - cataloging module
 - online catalog
- Symantec Anti-Virus

HP Procurve Switch 2124

Zoom Router ADSL X6

Workstation/Staff Computers

- 1 2004 Gateway computer with a flat panel monitor used for public access with XP operating system, and Microsoft 2003 software.
- 1 2005 HP/D5000 with Planar flat screen monitor, Windows XP operating system, Microsoft Professional 2003 software, used for circulation computer.
- 1 2005 HP/D with Planar flat screen monitor, Windows XP operating system, Microsoft Professional 2003 software, used for public access.
- 3 2006 HP/DC7600 with Planar flat screen monitor, Windows XP operating systems Microsoft Professional 2003 software, used for public access.
- 1 2006 HP/DC7600 with Planar flat screen monitor, Windows XP operating system, Microsoft Professional 2003 software, used for card catalog.

- 1 2006 HP/DC5700 Microtower with HP w 19 monitor, XP operating system, Microsoft Professional 2003 software, for staff use cataloging etc.
- 1 HP Photosmart C6380 All In One printer
- 1 HP/LaserJet 2100M printer.
- 1 HP/DeskJet 6122 colored printer
- 1 Brother HL-760 printer
- 1 Receipt printer
- 1 Cannon Image Runner 2020 Copier Printer Fax System

**FUNDING AND ADDITIONS
TO
EXISTING EQUIPMENT AND SERVICES**

The Blaine County Public Library currently has budgeted funding for technological equipment upgrades and software and funding for staff training and travel to technology conferences.

We will explore additional funding sources from other areas

- Additional funding through fiscal budget increases at the county level to respond to new development and opportunities as they arise.
- Funding through grant sources

The Blaine County Public Library will add or upgrade computer hardware and/or software on its public access computers or workstations on an ongoing basis.

- Replace/purchase any necessary hubs or switches
- Upgrade Horizon automation system
- Upgrade Hi-Line Shared Catalog system

Projections for the next 2-5 years.

- Purchase and install software to allow for online catalog access for patrons.
- Look into joining the Montana Shared Catalog
- Evaluate needs and develop timeline and procedure for regular upgrades and replacement of computers within the library.

BLAINE COUNTY LIBRARY TECHNOLOGY BUDGET

	2011	2012	2013
Goals:			
Maintain and enhance existing electronic services and access to information for the patrons of Blaine County.			
<ul style="list-style-type: none"> Evaluate, purchase and install both hardware and software for public and staff workstations on an ongoing and timely basis. 	\$2000.00	\$2000.00	\$2000.00
<ul style="list-style-type: none"> Evaluate, purchase and install security software to stop unauthorized access, viruses, pop-ups and spam. 	\$650.00	\$650.00	\$650.00
Pursue funding resources to enable sufficient technological development and achievement.			
<ul style="list-style-type: none"> Align budget priorities with technology goal. Apply for any available federation funding for technology upgrades. Apply for LSTA and any other grants available for technology improvements 			
<ul style="list-style-type: none"> Apply for both state and federal discounted rates for telecommunications. 	\$799.00	\$799.00	\$799.00
<ul style="list-style-type: none"> Continue to participate in group purchases. 	\$4500.00	\$4500.00	\$4500.00
Provide appropriate levels of training for staff and public			
<ul style="list-style-type: none"> Continuing training of staff on all software upgrades, computer-related applications and library policy as it is related to acceptable use and privacy issues. Train public on internet and computer-related applications, acceptable use and privacy issues as put forth in library policy on a case-by-case basis. 			
<ul style="list-style-type: none"> Encourage staff to attend all technology training opportunities offered by the Montana State Library and the Montana Library Association and other organizations. 	\$1200.00	\$1200.00	\$1200.00
Maintain awareness of new technological developments			
<ul style="list-style-type: none"> Continue contact with other professionals in technology field – seeking their opinions and expertise. 			

SERVICE AND MAINTENANCE CONTRACTS

County computer consultant and Staff maintains the 8 computers at the Blaine County Public library

- upgrades on network
- anti-virus updates

- Triangle Communications: maintenance of phone lines and DSL
- OCLC: includes on-line access to cataloging and interlibrary loan functions, software upgrades and service
- Horizon: includes cataloging and bar coding software, software upgrades and service
- Shared Catalog agreement includes guidelines for sharing an online catalog and an automated circulation system with 11 libraries.
- Acquisitions ordering modules: includes access and software upgrades for McNaughton Book Service
- Subscriptions to Gale InfoTrac and Ebsco Auto Repair Reference Center
- Symantec Norton Anti-Virus license for all workstations

Training For Staff and Public

- Offer training workshops for staff
 - In collaboration with Montana State Library and other entities
 - Vendor training as necessary
 - On-line training opportunities offered by professional organizations in collaboration with Montana State Library
- Continue computer and Internet-related instruction for the public on a case-by-case basis.
- Continue instruction for children on the use of the online catalog.
- Staff attendance at user and library conferences

EVALUATION AND ASSESSMENT

- The technology at the Blaine County Public Library will be kept current with vendor releases, including software, operating systems and hardware. The need/demand for upgrades is determined by staff and patron's requests for increased functionality
- Staff will communicate with patrons to see if they are able to use the computers successfully and are satisfied with what technology is provided by the library.
- The Director and Library Board evaluate Technology expenditures on a yearly basis to determine necessary levels for the following fiscal year and to see if we are meeting our goals and objectives.
- Records on interlibrary loan transactions are kept to see if we are meeting the needs of our patrons and increasing our resource sharing with other Montana patrons.
- Technology plan is reviewed by the library director, staff and library board and updated as necessary – at least once every three years