

Kitchigami Regional Library

Automation Repair and Replacement Reserve Policy

Intent: To clarify the financial responsibilities of cities with branch libraries for the repair and replacement of NCAP (Aurora), Kitchigami Regional Library networked Internet workstations and Gates public access hardware.

Principle: The NCAP system and the computer capabilities established in Kitchigami Regional Library branch libraries are integral to library operations; equipment functionality must be maintained and upgraded to meet changing functional requirements. All NCAP equipment is standardized to ensure efficient maintenance and operation of the equipment.

Scope: All hardware and software required for or networked to the NCAP system, including circulation, reference and public access equipment and Gates grant workstations.

Context: Kitchigami Regional Library is one partner in the cooperative that provides the library automation system that is fundamental to our services. Lake Agassiz Regional Library and Northwest Regional Library are also partners in the automation system. Kitchigami Regional Library may not make decisions on NCAP equipment or software that is independent of its obligations to this cooperative.

Policy: Cities with branch libraries will be charged annually for 1/3 of the actual purchase cost of all equipment and specialized software within the scope of the policy, beginning in the year following purchase. All equipment purchased after 1/1/2001 will be charged for repair and replacement according to the revised policy.

Cities will be notified of the annual reserve cost by an invoice itemized by specific equipment item.

Funds will be maintained in a reserve partitioned by branch library, and recorded by specific item.

Repair costs will be charged to the dollars reserved for the specific item at the time that the cost is incurred. The dollars reserved for each specific item will be available in full when that item is replaced, at the time that the cost is incurred.

All NCAP and networked workstations must conform to the manufacturer and configuration specified by the Technical Services staff. Every effort will be made to replace hardware and software purchased with Gates grant funds with NCAP conforming equipment, provided that the necessary computing capability can be maintained by that equipment.

Before replacement of hardware and software purchased with Gates grant funds, participating municipalities will be notified about the cost and type of equipment recommended and the revised reserve contributions required.

Branch library requests to purchase NCAP or networked hardware and software with local donation funds must be accompanied by a statement of acknowledgement from the City of the repair and replacement maintenance requirements.

When a change in the technology marketplace takes place that dramatically affects the type and cost of NCAP equipment and peripherals, the reserve amounts accrued for a functional unit of equipment may be applied to the equivalent new functional unit.

Interest earned: Every three years, a statement of the interest earned by the reserve will be sent to each City, with a list of eligible items of equipment for which interest funds may be spent.

Practice:

Information for the annual invoice will be confirmed with the branch supervisor prior to an invoice being sent to the city in May of each year.

In addition to invoice information, cities will be informed of all equipment included in the reserve.

Equipment eligible for interest funds payment for the years 2001 – 2005 are: 21" screen and large print software, flatbed scanners, ADA technology, additional compatible software for ADA purposes.

In and after 2001, a dumb terminal/wand/printer configuration may have all funds for those items merged and applied only to the equivalent new configuration.