

## **Automation Costs:**

### **\$5,000 Startup Fee**

For the \$5000 startup fee, you will receive two PC's, two barcode wands, barcodes for the books and patrons, receipt printers and any telecommunications equipment required.

### **Yearly Fee:**

The yearly fee is based on circulation. If the total circulation for your library was 9792 items, your annual fee would be approximately \$ 1990.

**Example:** \$1500 (annual Fee) + \$490 (circulation 9792 multiply .05 per circulation) = \$1990

### **Procedures for Automating:**

1. Library staff should weed the collection. There is no point in barcoding an item that is going to be discarded soon.
2. Library staff should evaluate the collection. Take the time to do an overview of the libraries collection. Evaluate if you have segregated some of the items. Example: Mystery, Western, Board Books, etc... Now would be the time to change this.
3. The Library finds people who will assist with the barcoding process.
4. NCLS evaluates the computer skills of people involved with automating.
5. Sign the contract
6. NCLS purchases the equipment & materials (PC, barcode reader, printers, barcode labels)
7. NCLS installs the PC's, barcodes wands, etc
8. NCLS staff trains the library staff in how to barcode their collection.
9. When a major portion of the collection has been barcoded, NCLS will train the library staff in how to add library patron's information to the database.
10. NCLS staff will train the library staff in circulation, etc.
11. NCLS staff will be at the library during the initial circulation period to assist the library staff