


## Library Automation Checklist

	TASK	RESPONSIBLE	COORDINATE WITH	COMMENTS
	<a href="#">Subscribe to INFOhio E-List</a> (listserv).	Each library staffer		Use any e-mail account.
	Finalize agreement.	District	ITC	
	Determine equipment needs and placement.	District	ITC	
	Determine equipment connection needs.	District	ITC	Determine existing wiring infrastructure.
	Determine costs; submit purchase requests.	District	ITC	Check on ITC discounts available through the OECN.
	Install and test equipment.	District	ITC	
	Weed collections.	District		Save on conversion costs.
	Update shelflist.	District		If more than one building is involved in the conversion, a master shelflist <b>may</b> reduce costs.
	Determine conversion vendor; submit purchase request..	District	ITC	If an automated library system is currently in place, the ITC may be able to convert records.
	Complete vendor's conversion checklist.	District	Conversion vendor and ITC	
	Send shelflist cards to conversion vendor.	District	Conversion vendor	
	Attach item barcodes.	District		
	Train library staff to use new software.	ITC	District	
	Test load and examine records.	ITC	District	More than one test-load may be necessary.
	Load complete database.	ITC	District	
	Load patron records.	ITC	District	ITC may use existing databases for student and staff patron records.
	Implement new system.	District	ITC	
	Instruct students and teachers; train additional library staff/helpers; explain your accomplishment!	District		

